

DCI/ICS 81-0101
21 May 1981

MEMORANDUM: All IC Staff Personnel

25X1A
FROM: [REDACTED]
Executive Officer, IC Staff
SUBJECT: Preparing Correspondence for DDCI Signature

1. Admiral Inman has established a one-week suspense date on all correspondence requiring his signature. If you are unable to complete staffing within the week, you are requested to prepare an interim reply for DDCI signature.

2. Actions which come in the form of an electrical message to the DDCI must be answered by electrical message. [REDACTED] will prepare a sample electrical message as guidance for each secretary.

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SUBJECT: Preparing Correspondence for DDCI

Sesiatore

LOG NO: 15181 DATE OF ITEM: 5-21-81 DATE RECEIVED: 5-21-81

Name Date In Date Out Initials COMMENTS:

25X1A

100

DATE RECEIVED: 5-21-84

COMMENTS:

D/PAO Comments:

EA/PAO Comments:

25X1A

100

DISPOSITION:

ACTION:

COORDINATE WITH:

SUSPENSE DATE:

FILE:

DESTROY:

DESTROY _____

CLASSIFICATION: Unclass.